

**OFFICE MANAGEMENT TECHNOLOGY**

**MICROSOFT OFFICE (DMO)**

**7 CREDIT OCCUPATIONAL CERTIFICATE**

This curriculum is designed to give students the resources and information needed to learn about Microsoft Office software.

**REQUIRED COURSES**

**CREDIT HOURS**

OMT 131	Introduction to Windows .....	1
OMT 206	Presentation Software Fundamentals .....	1
OMT 210	Word Processing Fundamentals .....	1
OMT 216	Spreadsheet Software Fundamentals .....	1
OMT 218	Database Software Fundamentals .....	1
OMT 223	Spreadsheet Software Advanced .....	2

Overall Total 7